

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

16 OCT 11 PM 3:07

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): American Public Transportation Association (APTA)

Travel date(s): September 10th - 12th, 2016

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$833.45	\$594.00	\$49.72	
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): APTA Annual Meeting, 9/12/16: spoke as panelist at Legislative Committee; attended committee meetings of Small Operations,

Mid-size Operations, Rail Transit CEOs, Public-Private Partnerships and Policy & Planning; attended conference opening reception/product showcase.

10/11/16

(Date)

Homer Carlisle

(Printed name of traveler)

Homer Carlisle

(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/11/16

(Date)

James Brown

(Signature of Supervising Senator/Officer)





AMERICAN  
PUBLIC  
TRANSPORTATION  
ASSOCIATION

August 2, 2016

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Mr. Homer Carlisle  
Professional Staff Member, Minority  
Senate Banking, Housing, and Urban Affairs  
534 Dirksen Senate Office Building  
Washington, DC 20510

Dear Mr. Carlisle:

On behalf of the 1,500 member organizations of the American Public Transportation Association (APTA), it is my pleasure to invite you to the APTA 2016 Annual Meeting to be held September 10-14, 2016, at the J.W. Marriott Los Angeles L.A. LIVE, Los Angeles, CA. We expect about 1,000 public sector and private industry transit professionals will be with us in Los Angeles. APTA's Annual Meeting is the flagship event for public transportation professionals to engage in educational sessions, forums, tours, and network with peers.

In particular, we would like to invite you to participate in APTA's Legislative Committee meeting, scheduled for Sunday, September 11, from 10 am to 12:30 pm. Both of these meetings will provide a good opportunity for you to brief industry members on implementation and congressional oversight activities related to the Fixing America's Surface Transportation (FAST) Act, which Congress passed last year.

APTA will be pleased to provide you with hotel accommodations and meals, as well as roundtrip airfare between Washington, DC and Los Angeles, CA. Based on the timing of these meetings and the travel time between Los Angeles and Washington, DC I expect that you may want to arrive Saturday (9/10) and return on Monday (9/12), but we are happy to work with you on other travels times as appropriate. If you have any questions, please contact APTA's TaNeesha Johnson at 202-496-4892 or email [tjohnson@apta.com](mailto:tjohnson@apta.com). Thanks in advance for considering this opportunity to discuss legislative issues of importance to APTA's members. We know our members would benefit from your insights and the information you can share.

Sincerely yours,

James P. LaRusch  
Chief Counsel and  
Vice President - Corporate Affairs

JL/tjj



## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): American Public Transportation Association (APTA)
2. Description of the trip: Association Annual Meeting
3. Dates of travel: 9/10/16 - 9/12/16
4. Place of travel: Washington, DC-Los Angeles, CA-Washington, DC
5. Name and title of Senate invitees: Homer Carlisle, Professional Staff Member, Minority
6. I *certify* that the trip fits one of the following categories:
  - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

- ☒ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

**OR**

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

**10. USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

The travel time necessary precludes participation in the full day's activities without a second night.

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

**APTA invites, arranges travel, and Invitee's participation.**

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

To strengthen and advance public transportation. The trip provides education and information sharing opportunities between the staffer and a broad spectrum of the public transportation industry, specifically related to transportation authorization legislation.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

APTA has arranged similar trips annually for more than 20 years.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

**Seminars and conferences throughout the year; Industry standards development and training.**

**16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$384 - est. airfare \$133 - est. taxi fare	\$514 (\$257/night)	\$160	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

a) without regard to congressional participation

18. Reason for selecting the location of the event or trip

**Association's members committee selection process.**

19. Name and location of hotel or other lodging facility:

Westin Bonaventure Hotel &amp; Suites, Los Angeles, CA

20. Reason(s) for selecting hotel or other lodging facility:

### Competitive selection.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The negotiated lodging rate of \$257 is above the maximum FY2016 federal per diem rate of \$150. It is the rate applicable to all conference participants. The estimated costs for meals reflected the maximum per diem rate for Federal Government travel. See attachment of gsa.gov's calculations.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Commercial airline travel, coach class.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

n/a

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: 

Name and Title: James P. LaRusch, Chief Counsel and Vice President-Corporate Affairs

Name of Organization: American Public Transportation Association (APTA)

Address: 1300 I Street, NW Suite 1200 East, Washington, DC 20005

Telephone Number: 202-496-4808

Fax Number: 202-496-4324

E-mail Address: jlarusch@apta.com



# Your search for los angeles, California

Using rates for Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica including Los Angeles:

## Daily Per Diem Rates:

September Lodging: \$150

September M&IE: \$64

## Estimated Per Diem Total:

\$460

## Breakdown:

Date	Max. Lodging	M&IE	Total
First Day (09/10/16)	\$150	\$48*	\$198
September Rate	\$150	\$64	\$214
Last Day (09/12/16)		\$48*	\$48

\*The first and last calendar dates of M&IE are calculated at 75%

## Additional Terms and Conditions:

Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.

Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."

Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."

When a military installation or Government - related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and / or counties, even though part(s) of such activities may be located outside the defined per diem locality.



# **Congressional Staff Itinerary: APTA 2016 Annual Meeting Los Angeles, CA; J.W. Marriott L.A. LIVE**

			<b>Saturday, September 10, 2016</b>	
8:20 PM			Arrival at LAX, Los Angeles, CA; American Airlines 519	
9:00 PM			Dinner on your own	
			<b>Sunday, September 11, 2016</b>	
7:00 AM	7:45 AM		Coffee/Breakfast on own	
8:00 AM	9:00 AM		Joint Business Member Procurement and Legislative Subcmte Meeting	
10:00 AM	12:30 PM		APTA Legislative Committee Meeting	
12:30 PM	2:30 PM		Lunch on own	
2:30 PM	4:00 PM		Bus & Paratransit CEO Committee Meeting	
6:00 PM	8:00 PM		Welcome to Los Angeles Reception	
8:00 PM			Dinner on your own	
			<b>Monday, September 12, 2016</b>	
8:30 AM			Depart at LAX, Los Angeles, CA; American Airlines 240	